



Now that you've learned the basics, here are some additional tips and tricks I've gathered for working with the ECS III quoting system.



Remember – Use the online help available on every screen of the ECS III quoting system whenever you need instructions or information. Just click the Help icon to access context-specific assistance.

If you want to...	Then...
Save* your RFQ. <i>*This is helpful if you start a RFQ, but don't have time or enough information to finish it right now.</i>	Choose Save RFQ from the RFQs menu.
View a file you've attached to a RFQ.	Click the document icon for that RFQ. (Remember – if there's a document attached to a RFQ, a document icon will appear in the Attachment column in the list of open/responded RFQs.)
Close or withdraw* a RFQ. <i>*Withdrawing an RFQ permanently removes it from the system. You can re-open a closed RFQ.</i>	Choose Close/withdraw RFQ from the RFQs menu.
View/print order forms* SF1449, GSA300 or DD1155. <i>*These forms are automatically populated with applicable order information to save you time completing them.</i>	<ol style="list-style-type: none"> 1. Choose Requisitions from RFQ from the RFQs menu. 2. Click the DOA or RFQ number. 3. Click the form you wish to view/print.
Re-open a closed RFQ.	<ol style="list-style-type: none"> 1. Choose Closed RFQs from the RFQs menu. 2. Mark the re-open check box for the RFQ you wish to re-open. 3. Click Reopen RFQ. 4. Be sure to change the deadline date! (Choose RFQ Details/Change Deadline Date from the RFQs menu.)

This document is a companion to the ECS III Quoting System tutorial, available from the NITAAC ECS III internet home page - <http://nitaac.nih.gov/ecs3home.asp>.